

Office Assistant (OTOA) 520401 Certificate of Completion

First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
POFT	1301	Business English	3
POFT	1309	Administrative Office Procedures I	3
ITSC	1409	Integrated Software Applications I	4

Second Semester

POFI	2301	Word Processing	3
POFT	1325	Business Math and Machine Applications	3
POFT	1319	Records and Information Management I	3
POFI	1349	Spreadsheets	3
ENGL		English Selection	3
ELCT		POFI/POFT Internship Selection	3
Total Hours			34

Software Applications Specialist (OTSA) 520407 Certificate of Completion

First Year

First Semester			Credit
POFI	1301	Computer Applications I	3
POFT	1329	Beginning Keyboarding	3
ITSC	1409	Integrated Software Applications I	4
POFI	2301	Word Processing	3
POFI	1349	Spreadsheets	3
Total Hours			16